

# Government of the District of Columbia

## Department of Transportation



### DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE TASK ORDER (“TO”) SOLICITATION

#### **d.** Office of Contracting and Procurement

**Date:** July 26, 2022

**Category of Services:** A Roadway Design

**Solicitation No.** OCPTO220031

**Title:** Georgetown Transportation Access and Circulation Study

#### **1. STATEMENT**

The purpose of this Request for Qualifications (RFQ) is to engage a roadway design consulting team with expertise in transportation design and engineering. Major tasks include concept development and evaluation and developing immediate, short-term, mid-term and long-term recommendations within the Georgetown neighborhood.

This solicitation does not require the services of a community engagement consultant. Based on the desire to advance discussions with the community and to initiate work to achieve consensus on the Study’s transportation recommendations, DDOT provided funding to the Georgetown Business Improvement District (GTBID) to procure and manage community engagement (CE) tasks including securing the services of a professional facilitator. DDOT has formed a Community Advisory Committee (CAC) to advance discussions related to issues’ identification and existing conditions.

This solicitation is to procure the Study’s Technical Consultant (TC), which will be responsible for coordinating with the CE consultant to ensure that the completion of project deliverables is synchronized with public engagement activities such as with the District’s Advisory Neighborhood Council (ANC), stakeholders, the Study’s CAC, and public meetings. Please reference Appendix A for the Community Engagement Scope of Work Solicitation.

#### **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from five (5) firms awarded an A/E schedule containing **Category A – Roadway Design** including the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The five firms are:

- Pennoni;
- Brudis & Associates;
- CV, Inc.
- Mead Hunt (formerly Sabra & Associates) and
- STV

### 3. APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

- Contractor’s respective IDIQ Contract terms and clauses; and
- The manual and guides listed below:

All design work shall comply with current design practices and code requirements of the District Department of Transportation (“DDOT”) and the Federal Highway Administration (“FHWA”), as well as the following:

Item No.	Document Type	Title	Date
1	Georgetown Transportation Plan 2008	<a href="#">Georgetown Transportation Study Final Report</a>	2008
2	Design Manual	<a href="#">Public Realm Design Manual</a>	March 2019
3	Design Manual	<a href="#">DDOT Design and Engineering Manual</a>	January 2019
4	Standard Specifications	<a href="#">DDOT Standard Specifications for Highways and Structures</a>	2013
5	Standards	<a href="#">DDOT Standard Drawings</a>	2015
6	Standards	<a href="#">DDOT Green Infrastructure Standards</a>	2014
7	Design Manual	<a href="#">AASHTO Geometric Design of Highways and Streets</a>	2018
8	Manual	<a href="#">FHWA Manual on Uniform Traffic Control Devices</a>	May 2012
9	Guidebook	<a href="#">District Department of Energy &amp; Environment (DOEE) Stormwater Management Guidebook</a>	2020
10	Manual	<a href="#">DOEE Erosion and Sediment Control Manual</a>	September 2017
11	Design Manual	<a href="#">DC Water Project Design Manual Volume 3 Linear Infrastructure Design</a>	July 2018
12	Standards	<a href="#">DC Water Standard Specifications</a>	February 2020
13	Design Details	<a href="#">DC Water General Design Details</a>	2004
14	Guidelines	<a href="#">DC Water Green Infrastructure Utility Protection Guidelines</a>	July 2013

### 4. MANDATORY SUBCONTRACTING REQUIREMENTS

(1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

(2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

(3) A prime consultant that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.

(4) Except as provided in (a)(5) and (a)(7), a prime consultant that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime consultant that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

(5) A prime consultant that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime consultant that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

(6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

(7) A prime consultant that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less established for this federally assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

## **5. STUDY GOALS AND OBJECTIVES**

The purpose of the Study is to identify and implement a range of transportation initiatives that will enhance mobility, safety, and equity in Georgetown. Objectives include: (1) Providing a balanced transportation environment for Georgetown residents, students, employees, and visitors; (2) Improving Georgetown's streets and sidewalks to make them safer and more accessible, (3) Maintaining the historic character of the neighborhood, and (4) Promoting sustainable transportation options. The following Georgetown transportation needs have been identified:

- Reduce the number of vulnerable user and other crashes (e.g., pedestrian, bicycle, scooter, older-persons, disabled persons within Georgetown; Define modal priorities for major roadways
- Optimize traffic operations
- Minimize spillover traffic on residential streets
- Increase bicycle and pedestrian comfort and accessibility
- Increase transit access and reliability
- Manage curbside uses

## **6. STUDY OVERVIEW**

In the fall of 2021, the Georgetown's ANC 2E issued a resolution requesting funds to evaluate and address transportation needs and challenges holistically in Georgetown. The resolution was in response to ongoing neighborhood concerns regarding vehicle traffic congestion, multimodal safety, access for all modes, and balancing the travel patterns and

behaviors of Georgetown’s diverse residential, commercial, institutional, visitor, and employee constituencies. As a result, the District’s FY2022 budget included an appropriation of funds for the District Department of Transportation (“DDOT”) to conduct the Georgetown Transportation Access and Circulation Study (“the Study”) to evaluate the transportation network and identify opportunities for a safer, more accessible, and equitable multimodal network.

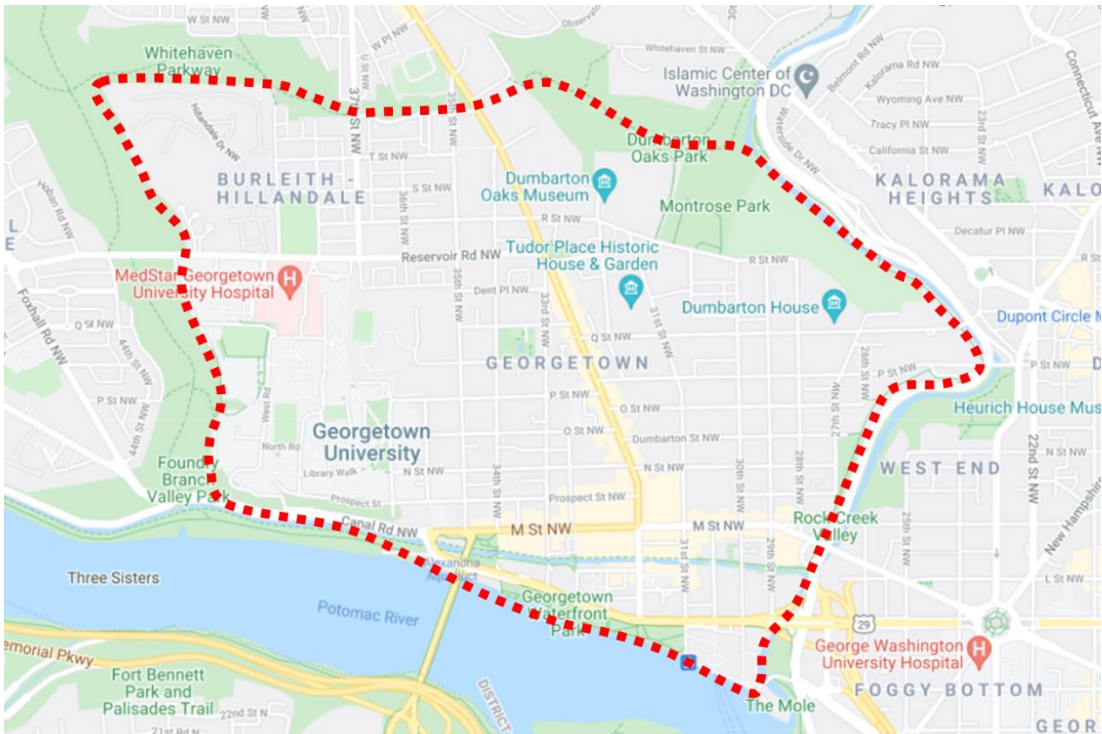
### **6.1. Background**

Georgetown is widely recognized as a vibrant and walkable dining, shopping, university and entertainment destination with charming historic neighborhoods and streetscapes. The convergence of these features draws thousands of daily tourists and visitors, employees, students, and residents to the neighborhood. Transportation access, however, is an obstacle. The lack of dedicated and reliable transit infrastructure and non-auto options (such as dedicated bicycle facilities, micro-mobility, electric charging infrastructure, and adequate pedestrian facilities) encourages workers, students, residents, and visitors to rely on cars to travel to or from Georgetown. These conditions exacerbate traffic congestion, crashes, parking issues, and spillover traffic that occur within the residential neighborhoods.

Georgetown’s transportation network and multimodal infrastructure has been evaluated through several DDOT led efforts. These studies have identified key issues and challenges based on community concerns and supported by data collection and analyses efforts. Fewer than a handful of recommendations from previous studies have been implemented and many are outdated given the current travel patterns, trends, and conditions within the District and Georgetown. In recent years, DDOT, the GTBID, ANC2E, and community stakeholders have piloted several initiatives to re-envision public spaces in Georgetown and support efforts to expand non-auto transportation options. Community members have voiced the desire to re-envision the public right-of-way to accommodate advances in transportation options ranging from micro-mobility, electric, and alternative transportation options, dedicated transit priority infrastructure, and large-scale transportation investments such as the WMATA Metrorail extension to Georgetown.

### **6.2. Study Area**

The Study is within Ward 2 and includes all of ANC 2E and associated single member districts. The study area is bounded by the Glover Park to the east, Rock Creek Parkway to the west, the Potomac River to the south and Whitehaven Parkway to the north.



**7. Period of Performance**

The period of performance is 12 months from award.

**8. Project Requirements Limitations and Exclusions**

**Project Requirements**

- a. The Consultant will coordinate with ongoing Georgetown efforts such as the Federal City Council Georgetown Enhanced Transit Access to Metrorail project and dovetail off the project’s recommendations. The consultant shall not duplicate analysis efforts as part of this study.
- b. The Consultant shall coordinate with DDOT on ongoing efforts that may be pertinent to this Study, e.g., Residential Permit Program, Electric Vehicle Charging (NEVI program), etc.
- c. Consultant shall be highly skilled in the use and application of Geographic Information Systems mapping (GIS) to produce high-quality graphics and visuals.
- d. The Consultant must be well-versed in current transportation designs such as tactical improvements (e.g., streateries, pilot interventions, tactical urbanism, etc.) as well as policies such as Complete Streets, Vision Zero, etc.
- e. All files and graphics shall be provided in native formats, as applicable.
- f. Study materials and collateral (report templates, etc.) must follow approved DDOT branding and logo guidelines.

**Limitations and Exclusions**

- a. The consultant shall compile all public comments during the study, including DC 311 requests for Traffic Safety Investigations (TSI). The DDOT project team will be responsible for coordinating with Agency divisions to review requests.
- b. The Consultant shall only be responsible for design tasks associated with recommendations specified for immediate and short-term design recommendations outlined in Tasks 10.
- c. A formal roadway survey will not be required as part of this project. Right-of-way lines, utilities, etc. will be identified and confirmed with existing resources (desktop analysis, GIS, etc.), as necessary
- d. Supportive traffic analysis only will be completed for various recommendations where traffic analyses will be required. VISSIM or SimTraffic analysis will not be performed.
- e. Environmental review and documentation will be limited in this scope of work. The Consultant shall be responsible for preparing a Categorical Exclusion I & II (CE-1, CE-II) assessment for the Study's immediate-term recommendations. The Consultant will not be responsible for preparing an environmental inventory, and conducting an Environmental Assessment (EA), or Environmental Impact Statement (EIS).

## 9. Key Personnel Requirements

This project requires the following key personnel:

- **Principal-in-Charge (PIC).** The PIC shall have at least ten (10) years' experience conducting and managing the concept development including planning and environmental studies and traffic related designs and operations of roadways. A Professional Engineers license is required.
- **Project Manager.** The Project Manager shall have at least seven (7) years' experience conducting and managing the types of projects required in this solicitation. The project manager shall have conceptual/multimodal planning and roadway design capabilities in urban settings.
- **Traffic Engineering Lead.** This individual shall have at least seven (7) years' experience conducting projects that have traffic engineering, traffic analysis and operations, pedestrian and bicycle infrastructure and safety components, and development of projects to the conceptual level in urban settings. A Professional Engineers license is required.
- **Multimodal Planning and Design Lead.** This individual shall have at least seven (7) years' experience conducting multimodal corridor projects at the conceptual design phase. Relevant projects shall be in urban settings and emphasize multimodal planning and safety design components and principles.

## 10. Project Tasks

An illustrative project workflow is illustrated in Figure 1.

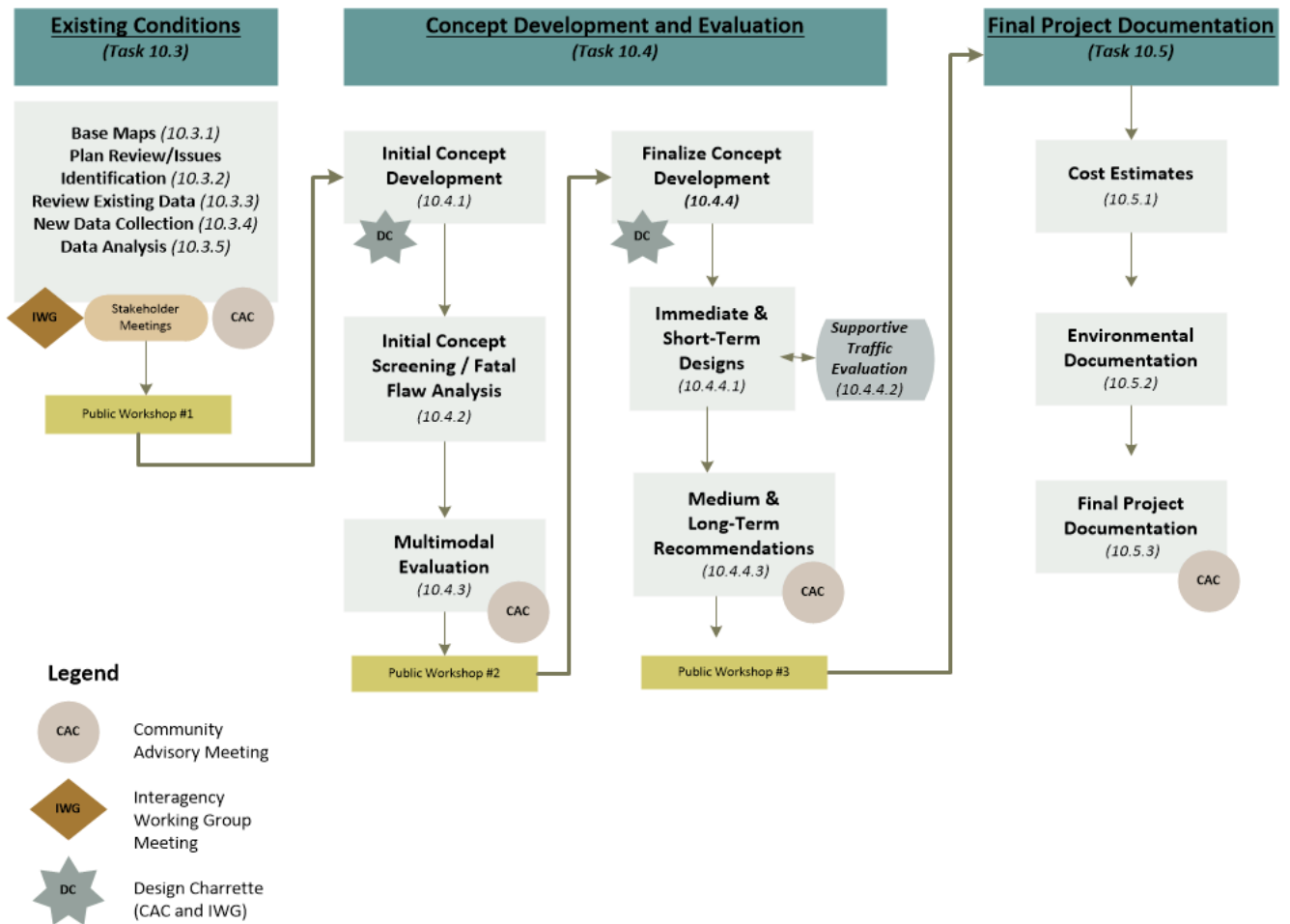


Figure 1: Illustrative Project Workflow Process

## **10.1. Project Management**

### **10.1.1. Kick-Off (KO) Meeting**

The TC shall prepare for and attend a kick-off meeting to initiate the project. Key personnel from the TC, CE Consultant, and DDOT will be introduced, and communication protocols established. The contents of the Draft Project Management Plan (PMP), including the Work Plan and Schedule, and the Public Involvement Plan (PIP) (to be prepared by the CE Consultant), will be discussed.

### **10.1.2. Project Management Plan (PMP)**

At the KO meeting, the TC shall provide a Draft PMP containing a performance schedule (including significant milestones required for successful performance), detailed tasks and approaches to performing the required work, a management and communications strategy and other PMP components as appropriate. The PIP prepared by the CE Consultant should be incorporated into the PMP Plan.

Based on KO meeting comments, the TC shall prepare a subsequent draft of the PMP. The PMP will be a "living document" and shall be updated if major changes to the project occur. The schedule shall be developed in Microsoft Project for use by the Project Management Team and in Excel, as a user-friendly document, for use by senior management, stakeholders, and the public.

### **10.1.3. Bi-weekly coordination meeting/TEAMS calls with DDOT Contract Administrator (CA)**

The TC shall establish bi-weekly project check-ins with DDOT Contract Administrator (CA) to provide updates and coordinate efforts. The consultant shall document progress, key issues, and "red flags" during each bi-weekly meeting. Agendas and materials will be provided one business day prior to the meeting for review. Meeting summaries shall be provided within one business day of the bi-weekly coordination meeting and presented to the DDOT CA for approval.

### **10.1.4. Invoices and Progress Reports**

The TC shall develop comprehensive monthly invoices that includes the work of the Prime Consultant and all subconsultants (if applicable) during the preceding month. The invoice shall include all certifications by the Prime and any subconsultants, receipts for direct costs, excel spreadsheets with no locked cells showing formulas, and calculations of any Certified Business Enterprise (CBE) monthly expenditures. The TC will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Consultant/Subconsultant and by Task/Subtasks. The TC shall ensure that all subconsultant activity is included in monthly invoices.

#### ***Task 10.1 Deliverables***

- D.01 Kick-Off Meeting, PowerPoint, and Meeting Summary*
- D.02 Draft and Final PMP- inclusive of schedule, scope of services/tasks/work breakdown structure, task approach, management and organization plan,*



*communication plan and protocols, risk management plan and other elements, as requested by DDOT*

D.03 *26 Bi-weekly coordination meetings/TEAMS calls with DDOT Contract Administrator (CA)*

D.04 *Invoice and Progress Reports (N=12)*

## **10.2. Project Coordination and Engagement**

### **10.2.1. Community Advisory Committee (CAC) Meetings**

DDOT has established a 13-member Community Advisory Committee for the Study. The CAC is created for the purpose of advising DDOT to identify key issues and to assist in the development of recommendations for implementation. DDOT will be responsible for hosting CAC meetings. The TC Project Manager is expected to attend *up to six (6) CAC meetings. Consultant attendance at meetings must receive approval from the DDOT CA. The TC may be requested to provide technical input and PowerPoint presentations at the CAC meetings.*

### **10.2.2. Interagency Meetings**

DDOT has established a group of representatives from DDOT administrations (particularly staff focused on safety, operations, and roadway design) and other District-wide agencies. *The TC shall be responsible for holding up to three (3) Interagency meetings.* The TC shall develop meeting materials, attend, and provide post meeting summaries. **Two Interagency meetings will be combined with the Study's CAC meetings. These meetings shall be design charettes during the concept development task.**

### **10.2.3. Public Workshops**

Public Workshops to be held include:

- *Public Workshop #1.* The purpose this workshop is to **engage the Georgetown community** on transportation study and **solicit feedback on ongoing issues, challenges, and opportunities for the Study.**
- *Public Workshop #2.* This workshop will present existing conditions findings, summarize issues and challenges, and provide a set of **draft concept alternatives and recommendations** for review.
- *Public Workshop #3.* The objective of this meeting is to present and obtain feedback on the **draft final concept alternatives.** Based on comments by residents, businesses, and institutional uses, DDOT will consider adjustments to the **draft final concept alternatives and recommendations** and finalize the design to be included in the project documentation.

### **10.2.4. Stakeholder Meetings**

The Study's CE consultant will be responsible for hosting stakeholder meetings as part of the Study. The TC shall assist in the developing meeting presentations, boards, and maps, attend meetings, and provide post meeting summaries for four (4) stakeholder

meetings.

**Task 10.2 Deliverables**

- D.05 *Six (6) Community Advisory Committee (CAC) meetings. Preparation, (outline, draft, and final PowerPoint presentations), attendance, and post meeting materials*
- D.06 *Three (3) Interagency meetings. Preparation (outline, draft, and final PowerPoint presentations), attendance, and post meeting materials.*
- D.07 *Three (3) Public Workshops. Preparation (outline, draft, and final PowerPoint presentations, attendance, and post meeting materials.*
- D.08 *Four (4) Stakeholder Meetings. Preparation, attendance, and post meeting materials.*

**10.3. Existing Conditions**

**10.3.1. Prepare Base Maps.**

A Study Area for the project has been defined. The Consultant shall prepare standardized base maps and detailed areawide graphics for project deliverables. Templates for maps and graphics must be approved by the DDOT CA prior to use in any reports. DDOT will provide applicable branding guidelines, associated memo templates, and GIS data, as required, to the Consultant.

**10.3.2. Plan Review- Preliminary Issues Identification**

The TC shall review and gain a comprehensive understanding of current and previous transportation issues in Georgetown. The Consultant shall review current and planned DDOT infrastructure, operations, transit, streetscape, and other multimodal projects proximate to the study area. These issues included in prior studies shall be included in the existing conditions and issues identification review. The TC shall also carry forward applicable recommendations contained in prior studies into this current study.

DDOT will provide the Consultant with a summary of transportation issues identified by the Study's Community Advisory Committee members, the Interagency Group and input from community stakeholders.

Plans and studies known to DDOT include:

- Prior Plans
  - moveDC Update 2020
  - Georgetown 2008 Transportation Study
  - Georgetown 2028 Strategic Plan
  - NPS C&O Study
- Prior/ Ongoing DDOT Studies
  - 2018 Neighborhood Safety Assessment
  - Bike lane projects
  - Sidewalk Expansion Program
  - Streatery Program
  - Federal City Council Transit Project

- TAP Trail head Project
- ANC Resolutions
- Development Review Updates
  - Georgetown University and Hospital Campus and Monitoring Plans
  - West Heating Plant
  - 3000 M Street NW
  - DC Water Project

### **10.3.3. Review Existing DDOT Data**

The Consultant shall conduct a review of existing DDOT data sets based on the issues identification analysis conducted in Task 10.3.2. The Consultant shall limit their data review and associated analysis to support only pertinent issues and challenges identified in Task 10.3.2. The Consultant shall advise DDOT which selective data elements and analyses are required address the transportation needs and identify potential recommendations. The DDOT project team will provide the Consultant with multimodal datasets for the Study as provided in **Appendix B**.

### **10.3.4. New Data Collection**

Additional data collection shall be required as part of Task 10.3.3 and Task 10.3.5 to review and analyze potential issues. As approved by the DDOT CA, the Consultant shall develop a data collection plan. The Plan will outline the types of data to be collected, how the data will be collected, which agencies or sources will provide the data, a description of how the data will be used and a timeline for data collection. Consultants shall identify contingency plans if the timeline for data collection does not occur as planned.

Given the current pandemic, conducting new automatic traffic recorder (ATR) counts and turning movement counts (TMCs) may yield results that are inconsistent with previous counts. Select counts will be used to validate pandemic traffic conditions within the corridor. The Consultant shall develop a strategy for use of the existing counts and new count data given the current COVID-19 pandemic situation.

New data collection includes:

- Collect new multimodal (vehicle, pedestrian, and bicycle) turning movement counts at five (5) signalized and five (5) unsignalized intersections within the Study Area;
- Collect bi-directional, 48-hour tube counts that will provide ADT, hourly traffic counts, vehicle classifications, and speed data for five (5) locations; and
- Conduct field visits and walk-through observations within the corridor to validate conditions illustrated in previous and current studies.

### **10.3.5. Data Analysis**

Task 10.3.5 is distinguished from Tasks 10.3.2, 10.3.3, and 10.3.4. This task includes data analysis where the previous sections include the review and collection of data necessary to conduct the analysis. This study will conduct analyses related to the preliminary list of

issues identified by the CAC members, the Interagency Group, and other stakeholders. Based on findings from Task 10.3.2, review of issues/ challenges and potential recommendations, the Consultant shall conduct only those analyses necessary to understand the identified needs and/or to support a given improvement (supportive data analyses). Topics may include safety, pedestrian, bicycle, traffic operations, bus transit, street circulation and parking.

The consultant shall conduct an equity analysis for the project. The equity analysis shall include collecting equity data to include race, ethnicity, income, persons with disabilities, persons with Low English Proficiency as well as other marginalized populations. The consultant shall overlay the equity data considering transportation need and provide an understanding of any disproportionate impacts and project elements to minimize disproportionate impacts. A sample of the equity analysis tool is provided in Appendix C.

The Consultant shall provide a draft and final existing condition technical memorandum. This memo will be a highly data-driven and infographic- based document that shall be no more than 30 pages. Written text shall support and expand upon the illustrative maps and graphics that describe findings from:

- Task 10.3.2 - Summary of plan review, preliminary issues identification, and prior recommendations
- Task 10.3.3/ Task 10.3.4 - Summary of data sources review and new data collection
- Task 10.3.5 – Summary of data analysis that supports issues identified and identifies potential recommendations

Of note, findings from Task 10.3.5 will be among the topics for Public Workshop #2. The Consultant shall incorporate Task 10.3.5 findings into the Workshop #2 presentation.

***Task 10.3 Deliverables:***

*D.09 Base maps, graphics, and report templates*

*D.10 Draft and Final Data Collection Plan*

*D.11 Outline, Draft and Final Existing Conditions Technical Memorandum*

*D.12 Native data files, including ArcGIS shapefiles, traffic counts, etc.*

**10.4. Concept Development and Evaluation**

**10.4.1. Initial Concept Development**

Based upon the findings from Task 10.3 (Existing Conditions, Data Collection and Analysis), the Consultant will develop a package of potential multimodal and time-based recommendations for DDOT and the CAC members to consider. Arriving at a final list of study recommendations will be an iterative process that includes concept evaluation and consultation with DDOT, the Community Advisory Committee and Interagency stakeholder. Please refer to Figure 1 for workflow process. The first combined Interagency and CAC design charette will be held at the beginning of Task 10.4 to refine the initial concepts developed by the TC.

#### 10.4.2. Initial Concept Screening/Fatal Flaw Analysis

The TC shall conduct a fatal flaw analysis on the initial concepts developed in Task 10.4.1. The fatal flaw analysis may include (not all-inclusive) the following elements:

- **Right of Way.** Do the proposed recommendations fall within DDOT's public right-of-way (based on a desktop analysis of existing roadway survey)?
- **Environmental.** What are the environmental issues, including historic preservation, and do they represent obstacles to implementing immediate-term and short-term and recommendations?
- **Equity.** Does the project appear to be inequitable and have disproportionate impacts to marginalized populations?
- **Feasibility.** Does the recommendation appear to have constructability issues that will not allow this project to be implemented?

The Consultant shall document the fatal flaw analysis in a brief technical memorandum that contains a list of the initial concepts, the factors why various concepts did and did not meet the pass the fatal flaw test. The fatal flaw documentation can be included in a user-friendly matrix that can be presented to the Community Advisory Committee. Based upon the findings from this task, the Consultant shall develop a refined list of recommendations that will be carried forward.

#### 10.4.3. Multimodal Evaluation

The Consultant shall develop and conduct a comparative evaluation of each recommendation based on metrics that align with the Study goals and objectives, moveDC goals, and a multimodal evaluation. Evaluation factors will include all moveDC goals including equity, ease of implementation, cost, pedestrian, bicycle and vehicular safety, transit opportunities, parking, social/cultural fabric of the community, and other environmental issues. Multimodal elements shall include, and are not limited to, the following:

- **Pedestrians.** The consultant shall identify pedestrian impacts such as the ability for people to cross streets safely, availability of crossing locations, signal timing, visibility, vehicular/pedestrian impacts, and other quantitative and qualitative pedestrian metrics.
- **Bicycles and Micro-mobility.** The consultant shall identify impacts to bicyclists and micro-mobility modes (e.g. scooters, etc.) as a result of implementing each recommendation. Bicycle impact identification may include changes to bicycle level of traffic service (BLTS), bicycle safety, signal protection, visibility, connections to nearby bike facilities, and vehicular/bicycle impacts.
- **Transit.** The consultant shall provide an assessment of the transit routes

and transit facilities as a result of implementing each recommendation. The assessment shall identify impacts such as bus reliability, speeds, safety, bus operations, signal phasing, facilities, and to transit users.

- **Vehicular Safety.** The consultant shall evaluate the safety performance of each concept to show the change between crash severity and frequencies including injuries and fatalities. The Consultant shall document this evaluation in the Concept Development Report and provide recommendations to mitigate safety issues identified in the analysis
- **Parking.** The consultant shall evaluate parking impacts by block face and total parking impacts (number of parking spaces) that would change because of implementing the elements with each recommendation. The consultant shall note key uses that may be affected and potential conflicts with loading and passenger pick up and drop off (PUDO) locations.
- **Other Factors.** The consultant shall provide a high-level assessment of potential environmental resources, right-of-way factors, and potential utility conflicts that may be occur with each recommendation.

Deliverables in this subtask include:

- (1) An evaluation matrix showing how each concept or recommendation meets the criteria established for this study and,
- (2) A refined list of draft recommendations and initial recommendation timeframes to be presented the public at Public Workshop #2. As described in Task 10.2.3, Public Workshop #2 will be held to present draft concept recommendations to the public.

### **Develop Concepts to be Carried Forward to Final Concept Development**

After the feedback from Public Workshop #2, conducting Task 10.4.2: initial screening, and the subsequent Task 10.4.3: multimodal evaluation, the TC shall hold the second combined design charette meeting with the CAC and the Interagency Group (meeting included as part of Task 10.2).

Attendees will have the opportunity to review, comment, and provide edits these concept alternatives with the Consultant. The Consultant shall categorize the range of potential projects in terms of implementation timeframes. DDOT shall approve the project list developed in this task prior to the consultant advancing to the next task.

#### **10.4.4. Final Concept Development**

##### **10.4.4.1. Immediate-Term and Short-Term Design Recommendations**

*Immediate-term recommendations* will include projects that can be implemented within 24 months. *Short-term*

*recommendations* will include projects that can be implemented between two (2) and five (5) years. The Consultant shall include preliminary drainage analysis and associated diagrams for the immediate and short-term concepts, as required. The Consultant shall provide native files (AutoCAD, GIS, etc.) for all designs.

The Consultant shall be responsible for coordinating with DDOT's Environmental Review Branch to confirm the level of environmental documentation necessary. DDOT does not anticipate greater than a Categorical Exclusion CE-1 or CE-II and may include Section 106 or Form 9B (depending on the type of funding).

**Immediate-term recommendations.** The Consultant shall develop designs for between five (5) to ten (10) low-cost, multimodal safety projects will be implemented by DDOT within one year of the study. The consultant shall provide 100% designs for each of these projects. The consultant shall provide before pictures of all locations where projects are recommended to allow DDOT to document the before and after comparisons.

The DDOT CA is responsible for identifying an implementation mechanism for immediate term projects (via existing contracts). The projects shall generally be tactical, quick-build projects, so the implementation mechanism needs to be incorporate those materials. Materials should include DDOT standard materials such as flex posts and paint. The consultant shall coordinate with DDOT on appropriate standard materials and will be responsible for coordinating with the DDOT identified contractor to ensure that immediate term project recommendation is construction ready by the end of the Study.

Recommendations shall be made in accordance with accurate site conditions and dimensions and using software such as MicroStation and in accordance with the latest version of DDOT's Design and Engineering Manual. The projects shall be designed in CAD and be construction ready for implementation. The Consultant is responsible for providing an 8 ½ x 11 project sheet that include a site plan with accurate site conditions and dimensions, pavement and signage markings and associated legend, a narrative of summary of changes, and implementation notes. The Consultant shall document the amount of/number of materials needed to implement each design. The DDOT CA shall provide the Consultant

with an excel sheet to enter the needed quantities for each project process.

**Short-term Designs.** The Consultant shall develop concept designs for up to five (5) low-cost, multimodal safety projects will be implemented by DDOT two (2) to five (5) years of the study. Projects that can be executed through existing DDOT contracts and do not need capital funding. Short-term projects should be at the concept design phase by the end of the study. Draft recommendations shall ensure constructability. Concept level drawings are intended to assess the feasibility of initial design concepts. These sketch level drawings must have ROW lines, identify storm drains, utility poles, signage, striping, and all features needed to develop implementable recommendations. These concepts will be brought to 100% design through other existing DDOT contracts and can include drainage changes, traffic analysis, and concrete work, but must be completed within three years.

#### **10.4.4.2. Traffic Analysis Considerations for Immediate and Short-Term Recommendations**

The Consultant shall identify potential analyses and additional data collection that may be required to evaluate concept feasibility and multimodal traffic flows throughout the study area network *for immediate and short-term recommendations*. This task shall be conducted during concept evaluation and must be approved by the DDOT CA. The Consultant shall determine which recommendations will have an impact on vehicular capacity. For proposed measures not expected to have large impacts on vehicular capacity (such as limited geometric changes) the consultant will not need to perform substantial traffic analysis.

For any proposed measures expected to create impacts on vehicular capacity (such as lane repurposing or intersection reconfigurations) Consultant shall perform supporting traffic and turning maneuver analyses using Synchro to analyze the network performance based on the pre-determined Measure of Effectiveness (MOEs) and propose the countermeasures to mitigate the significant impact per DDOT DEM requirements.

Upon completion of these tasks, the Consultant shall



incorporate edits to the designs accordingly. More detailed drawings will include maps, sketches, designs, narratives for draft concept recommendations. This may include detailed maps of specific locations, high quality graphics using GIS, renderings, cross sections other methods to demonstrate recommendations at individual locations and throughout the Study Area.

As described in Task 10.2.3, Public Workshop #3 will be held to present and obtain feedback on the **Draft Final Concept Alternatives**. Based on comments by residents, businesses, and institutional uses, DDOT will consider adjustments to the **Draft Final Concepts and Recommendations** prior to finalizing the design to be included in the project documentation.

#### **10.4.4.3. Medium and Long-Term Design/Policy Recommendations**

The Consultant shall refine the medium and long-term recommendations based on feedback from Community Advisory Committee, Interagency Group, and public stakeholders.

***Medium-Term Projects (5-7 years)*** Medium- term projects will be included as recommendations in the Study. Recommendations that fall into this category likely fall under larger capital projects, meaning they will require additional work (e.g., traffic analysis, right-of-way, environmental, etc.) but should have a funding avenue identified. These recommendations shall be documented as a project scope narrative and associated high-level graphics by the end of the study.

***Long-Term Projects (more than seven (7) years)*** Recommendations that fall under this category will be policy level recommendations. A brief scope narrative and associated graphics will outline a vision framework for future projects. These recommendations likely require additional studies, extensive internal and external agency coordination, funding sources for concept planning, design, and construction, and additional community engagement and environmental clearances. Example projects that fall within this category include, but are not limited to, the Metrorail extension to Georgetown and the Georgetown Gondola.

- D.13 *Develop Initial Concept Package of multimodal/time-based recommendations (10.4.1)*
- D.14 *Technical Memorandum documenting fatal flaw analysis (10.4.2)*
- D.15 *Evaluation Matrix (10.4.3)*
- D.16 *Five (5) to ten (10) draft 100% design immediate-term concepts (10.4.5.1)*
- D.17 *Up to five (5) conceptual designs for short-term concepts (10.4.5.1)*
- D.18 *Traffic Operations Analysis for Immediate Term and Short-Term concepts (10.4.5.2)*
- D.19 *Develop Mid-Term and Long-Term Recommendations (10.4.5.2)*

## **10.5. Final Project Documentation**

Based on the comments generated at Public Workshop #3, Interagency and CAC meetings, the consultant shall modify recommendations as appropriate and provide final project documentation.

### **10.5.1. Cost Estimates**

The consultant shall develop planning-level cost estimates for all relevant recommendations as well as identify potential funding sources or partnership opportunities for implementation. The Consultant shall determine cost estimates from example ongoing DDOT contracts and adjust the estimates based on construction year. The consultant shall provide DDOT with Excel spreadsheets with all material quantities.

### **10.5.2. Environmental Documentation**

CE-I or CE-II forms shall be completed for any immediate or short-term design concepts required based the consultation with the DDOT Environmental Review Branch. The Environmental documentation task includes the completion of any historic review forms such as Section 106 or Form 9B.

### **10.5.3. Final Project Documentation**

The Consultant shall develop an outline for a final project report. The outline must be approved by the DDOT CA prior to initiating work on the final report. The final report shall be brief and not more than 30 pages. This task representing a “packaging” and summary of all tasks completed for this study and therefore, should not require any substantial rewriting or the provision of new information. All appropriate technical information including maps and infographics provided throughout the duration of the study shall be placed in the final report and/or the appendix to the final report. The Consultant shall prepare two drafts and a final version of the final report and one draft and one final summary PowerPoint presentation.

**Task 10.5 Deliverables**

- D.20 *Concepts Design including all requirements specified in Task 10.5.1 (planning level cost estimates, and material quantities).*
- D.21 *Completed environmental CE-I/ CE-II forms and historic review forms as stated in Task 10.5.2.*
- D.22 *Final Report Outline and Final Report (two drafts and one final version of Report)*

## DELIVERABLE AND SCHEDULE TABLE

<b>Deliverable #</b>	<b>Description</b>	<b>Method of Delivery</b>	<b>Due Dates (from Award calendar days)</b>
D.01	Kick Off Meeting, Power Point and Meeting Summary	Virtual or Physical meeting and Electronic- Hard Copy	14 days
D.02	Draft and Final Project Management Plan	Electronic- Hard Copy	14 days (Draft) 28 days (Final)
D.03	Bi-weekly Coordination Meetings/ Teams Calls	Telephone-Video Calls- In Person Attendance	Bi-weekly
D.04	Invoice and Progress Reports	Electronic- Hard copy	Monthly
D.05	Six (6) Community Advisory Committee (CAC) Meetings, Preparation, attendance, and post meeting materials ( <i>of note, two (2) CAC meeting with be combined with Interagency Meetings</i> )	Electronic-Hard Copy-In Person/ Virtual Attendance	Throughout Period of Performance
D.06	Three (3) Interagency meetings. Preparation, attendance, and post meeting materials	Electronic-Hard Copy-In Person/ Virtual Attendance	Throughout Period of Performance
D.07	Three (3) Public Workshops. Preparation, attendance, and post meeting materials	Electronic-Hard Copy-In Person/ Virtual Attendance	Throughout Period of Performance
D.08	Four (4) Stakeholder Meetings. Preparation, attendance, and post meeting materials	Electronic-Hard Copy-In Person/ Virtual Attendance	Throughout Period of Performance
D.09	Base maps, graphics, and report templates	Electronic-Hard Copy	60 days; updates as required.
D.10	Draft and Final Data Collection Plan	Electronic-Hard Copy, Native Files	28 days (Draft) 35 days (Final)
D.11	Outline, Draft and Final Existing Conditions Technical Memorandum	Electronic-Hard Copy	45 days (Outline) 100 days (Draft) 120 days (Final)
D.12	Native data files, including ArcGIS shapefiles, traffic counts, etc.	Native files	130 days
D.13	Develop Initial Concept Package of multimodal/time-based recommendations	Electronic-Hard Copy	200 days
D.14	Technical Memorandum documenting fatal flaw analysis	Electronic-Hard Copy	220 days
D.15	Evaluation Matrix	Electronic-Hard Copy	230 days
D.16	Five (5) to ten (10) draft 100% design immediate-term concepts	Electronic-Hard Copy, Native files	310 days,
D.17	Up to five (5) conceptual designs for short-term concepts	Electronic-Hard Copy, Native files	300 days
D.18	Traffic Operations Analysis for Immediate Term and Short-Term concepts	Electronic-Hard Copy, Native files	240 days
D. 19	Develop Mid-Term and Long-Term Recommendations	Electronic-Hard Copy	330 days
D.20	Concepts Design including all requirements specified in Task 10.5.1 (planning level cost estimates, and material quantities.	Electronic-Hard Copy, Native files	330 days
D.21	Completed environmental CE-I/ CE-II forms and historic review forms	Electronic-Hard Copy, Native files	220 days (updates as required)
D.22	Final Report Outline and Final Report (two drafts and one final version of Report)	Electronic-Hard Copy, Native files	300 days (draft) 330 days (final)

## 11. INSTRUCTIONS TO OFFERORS

### 11.1. Qualifications Due Date

**11.1.1.** Standard Form 330, Section H shall not exceed 25 pages in length. Resumes shall not exceed two (2) pages per key personnel.

**11.1.2.** Qualifications are due on or before 2:00 pm on **Tuesday August 16, 2022.**

## 12. ORGANIZATION AND CONTENT

12.1. Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov). and [Jeralyn.johnson@dc.gov](mailto:Jeralyn.johnson@dc.gov) Inclusion of other materials by reference will not be considered.

12.2. Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 14 of this TO RFQ.

12.3. Describe your understanding of the project's complexities and state your qualifications for overcoming the type of complexities identified

12.4. Provide qualifications for implementing best practices and strategies for Conceptual and Roadway Design, including:

**12.4.1.** Five (5) Example projects in comparable urban neighborhoods with constrained roadway networks.

**12.4.2.** Experience in conducting design charrettes with cross agency, departmental, and diverse community stakeholders

**12.4.3.** Experience utilizing QA/QC processes; and

**12.4.4.** Identification, management and mitigation of project risks, including budget, schedule, personnel resources and external events.

12.5. Provide relevant information regarding evaluation of qualifications Factor 4 - Past Performance.

## 13. EVALUATION OF QUALIFICATIONS

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The evaluation factors and their relative importance for this requirement are as follows:

- 13.1. Professional qualifications necessary for satisfactory performance of required services; **(40 Points)**
- 13.2. Specialized experience and technical competence in the type of work required; **(40 Points)**
- 13.3. Capacity to accomplish the work in the required time; **(10 Points)**
- 13.4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. **(10 Points)**

Maximum possible subtotal points: 100

In addition to each offeror's response to Factor 4 – Past Performance, the District may utilize additional Past Performance sources to include:

- District eVAL
- Publicly available information

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

### **13.5 Oral Interviews.**

Offerors deemed qualified in categories 13.1 through 13.4 above will be invited to participate in an oral presentation/interview. Offerors selected to participate will be notified in writing. Specific information about the location and time of the interview, and other details will be provided at the time of notification.

Oral interviews of no longer than 60 minutes will be conducted. The interview will begin with a 30-minute presentation by the Offeror followed by questions from the committee members.

Evaluation of the Oral Presentation/Interview will be as follows:

- a. In-depth team understanding of the Project – maximum score of 10 points
- b. Offeror understanding of key stakeholders, permitting requirements, and strategy for public engagement – maximum score of 10 points
- c. Offeror understanding of potential risks to performance, quality, and costs and associated potential mitigation measures – maximum score of 5 points

Maximum possible subtotal: 25 points

**Total Maximum possible points: 125**

## 14. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 10 in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity. Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies are present.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror's score for each factor. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or 40 points.

## 15. SPECIAL PROVISIONS RELATED TO COVID-19

15.1 Contractors who provide goods or perform services in person in District of Columbia facilities or worksites ("On-site Contractors") shall ensure that each of their employees, agents, subcontractors, and supervised volunteers have been either (i) fully vaccinated against COVID-19 (as defined herein) or (ii) have been granted one of the exemptions identified below, are undergoing weekly COVID-19 testing, and only reporting to the District workplace when such test result is negative.

15.2 Except as provided in 15.1, On-site Contractors may grant to their employees, agents, subcontractors, and supervised volunteers the following exemptions from vaccination against COVID-19:

- a. Persons who object in good faith and in writing that the person's vaccination would violate their sincerely held religious beliefs and the granting of the religious exemption would not impose an undue burden consistent with federal law;
- b. Persons who have obtained and submitted written certification from a physician or other licensed health professional who may order an immunization, that being fully

vaccinated is medically inadvisable as a result of the person’s medical condition. If such condition is temporary, a medical exemption may only be granted until the date on which taking the vaccine would no longer be medically inadvisable; or

c. Persons who agree to be tested weekly for COVID-19 and provide a negative COVID-19 test result on a weekly basis.

15.3 On-site Contractors may only grant to their employees, agents, subcontractors, and supervised volunteers who work in (i) a public, public charter, independent, private, or parochial school in the District, or (ii) a child care facility regulated by the Office of the State Superintendent of Education, the exemptions described in 15.2(a) and (b), and shall not grant those persons the exemption described in 15.2(c).

15.4 On-site Contractors shall require their employees, agents, subcontractors, and supervised volunteers who have received one of the exemptions under 15.2 to wear a mask in the District facility or workplace and to provide the On-site Contractor with a negative COVID-19 test result on a weekly basis in order to report to work at the District facility or workplace.

15.5 The District may request a certification of compliance with this provision, proof of vaccination status, exemption documentation, and/or COVID-19 test results from On-site Contractors.

15.6 An On-site Contractor may impose stricter masking, vaccination, or testing requirements on their employees, agents, subcontractors, and supervised volunteers.

15.7 For purposes of this provision, “fully vaccinated” means a person has received all vaccines and boosters recommended by the CDC.

15.8 The Contractor is required to comply with City Administrator’s Order 2022-3, Mask Requirements Inside Certain District Government Buildings and Offices, dated April 14, 2022, and all substantially similar mask requirements including any modifications to the Order, unless and until they are rescinded.

## 16. CONTRACT ADMINISTRATOR

**Name:** Ed Stolof, Project Planning Branch  
Planning and Sustainability Division

**Agency:** District Department of Transportation

**Address:** 250 M Street SE, 5<sup>th</sup> Floor  
Washington, DC 20003

**Telephone:** 202.535.2536

**Email:** <mailto:edward.stolof@dc.gov>



All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov). OCP/DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

Sincerely,

Jeralyn Johnson  
Contracting Officer – OCP serving District Department of Transportation

***APPENDIX A: Community Engagement (CE) Scope of Work***



## **Request for Proposals**

Georgetown Transportation  
Access and Circulation Study:

Community Engagement Services

April 7, 2022

Georgetown Business Improvement District  
1000 Potomac St NW #122  
Washington, DC 20007

## Project Background

The District of Columbia's Department of Transportation (DDOT) is initiating a transportation study for the Georgetown neighborhood. The Georgetown Transportation Access and Circulation Study ("the Study") will be led and managed by DDOT with support from the Georgetown Business Improvement District (GTBID). The Study will identify recommended improvements to the transportation infrastructure in Georgetown with a goal of making Georgetown's streets and sidewalks safer, more accessible, and easier to get to and from the area while maintaining the historic character of the neighborhood and promoting sustainable options. **The purpose of this Request for Proposal (RFP) is to solicit community engagement consulting services for the Study.**

For procurement purposes, DDOT has bifurcated the Study into two components.

- **Technical Consultant:** The procurement of a technical transportation engineering and design consultant will be conducted by DDOT and through District of Columbia procurement protocols.
- **Community Engagement Consultant:** The procurement of a community engagement consultant will be managed through the GTBID. The GTBID will be responsible for contract administration throughout the period of performance of the Study. Having the GTBID procure community engagement services will expedite the onboarding of the community engagement consultant; thus, allowing the DDOT to begin consensus discussions on the desired outcomes of the study from the standpoint of the Community Advisory Committee and other stakeholders.

## Task 1 Project Management

### 1.1 Project Coordination/ Meetings

The Consultant shall respond to emails, prepare for, and attend in person or online meetings (Microsoft TEAMS meetings or other online meeting platforms) and correspond with the project team by telephone, as required, during the period of performance of the project. The Consultant shall coordinate with the DDOT Project Manager for project related tasks, which may include broader coordination with other District-wide agencies and external organizations, as appropriate and as requested by the DDOT Project Manager.

The Consultant shall be responsible for coordination with the selected technical consultant for the Study (NTP anticipated fall 2022), to ensure that project components (schedule, meetings, deliverables) are in sync and complimentary to the project effort. The Consultant shall attend bi-weekly project check-ins with the project team, as requested by the DDOT Project Manager. The consultant shall document progress, key issues, and "red flags" during each bi-weekly meeting.

### 1.2 Kick-Off (KO) Meeting(s)

The Consultant shall prepare for and attend an internal kick-off meeting to initiate the community engagement (CE) scope for the Study. Key personnel from the Consultant, DDOT, and the GTBID will be introduced, and communication protocols established. The contents of the Draft Public Involvement Plan, including the Work Plan and Schedule will be discussed.

Once a technical consultant is selected for the Study, the CE Project Manager will be expected to attend the official Study kick-off meeting, anticipated in Fall 2022. Both consultant parties are expected to coordinate prior to the kick-off meeting.

### **1.3 Public Involvement Plan (PIP)**

The Consultant shall develop a draft and final PIP for the Study in coordination with the DDOT Ward 2 Community Engagement Liaison and the technical consultant selected for the Study. The PIP shall include strategic guidance and logistics plans for public meetings, ANC meetings, community stakeholder meetings. The PIP shall include:

- Identification of major outreach project objectives;
- Identification of action items and responsibilities;
- Outreach strategies (notification and communication, (e.g., e-blasts and listservs meeting format (e.g., Microsoft Teams, Zoom, physical meetings (when allowed to do so and approved by DDOT), open house events and stakeholder meetings);
- Tools to be used (e.g., DDOT ESRI platform for online engagement surveys and website development and updates, printed information);
- Timeline of events. The PIP shall be coordinated with the overall project schedule and the Project Management Plan (to be developed by the technical consultant);
- The development and completion of technical deliverables shall be coordinated with public workshops and other scheduled meetings throughout the project duration;
- The schedule shall be developed in Excel and shall provide monthly and weekly granularity; and
- Be flexible and adaptable to achieve a consensus outcome among stakeholders that builds trust and creates accountable recommendations.

### **1.4 Invoices and Progress Reports**

The GTBID will be the primary point of contact for project invoicing and progress reports. The Consultant will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Task/Subtasks.

#### ***Task 1 Deliverables***

- *Bi-weekly Coordination Meetings/Telephone calls and Project Coordination, as required.*
- *Internal Kick-Off Meeting (Community Engagement Tasks), Official Study Kick-Off Meeting, and Meeting Summaries*
- *Draft and Final - two (2) Public involvement plans (PIP)*
- *Invoice and Progress Reports*

## **Task 2: Public and Agency Engagement Activities**

### **General Requirements**

- The Consultant shall coordinate with DDOT, CAC, and the technical consultant while preparing for public engagement events and develop an overall communications strategy for the Study;
- The Consultant shall follow the Public Involvement Plan (PIP) completed in **Task 1.3** of this RFP;
- The DDOT Project Manager is responsible and shall manage all project communication with the District Council and Advisory Neighborhood Commissions through established agency protocols. The Consultant shall provide supportive services as needed;
- Communication
  - The Consultant shall create and maintain a project contact spreadsheet and provide updates to the DDOT Project Manager;

- The Consultant shall use multiple media venues to communicate information to the public and will utilize tools such as a project website, maps, infographics, handouts, and reports.
- **Project Website and Social Media**
  - The Consultant shall follow all DDOT guidelines for website protocols, branding templates, public involvement, and outreach. All printed or web collateral must receive DDOT approval prior to distribution or publication;
  - The Consultant will be responsible for managing and updating DDOT's ESRI Geographic Mapping System (GIS) Hub platform for website development and updates as well as public engagement surveys. The Consultant will be responsible for maintaining the Study webpage. The Consultant shall assist in updating content throughout the project lifecycle.
  - Upon project initiation, the Consultant must submit website layout/ content to DDOT three (3) weeks prior for inclusion on the website. This timeframe allows for the review and comment of the web resources by DDOT's Public Information Office and Communication Divisions;
  - All future website materials (factsheets, project summaries, etc.) must be provided to the DDOT Project Manager and DDOT Communications team for review of 48 hours before posting;
  - DDOT will be responsible for social media (Instagram, Facebook, etc.) postings. The Consultant must provide all content and materials to the DDOT Project Manager and Communications team 48 hours before posting; and
  - DDOT will be responsible for hosting and maintaining the project email. The Consultant will work with the DDOT Project Manager to develop a project email and communications protocol for public responses.
- **Title V Requirements**
  - The Consultant shall work with the DDOT Project Manager to ensure Title VI requirements are met with regard to public participation, language access, and record keeping;
  - The Consultant shall prepare a public workshop meeting summaries that include Title VI demographic data.
- **Meeting Protocols**
  - The consultant shall follow public outreach and engagement guidelines and approvals as established by DC Government during the public health emergency, as needed;
  - Hard copies of public meeting materials will be made available to the public at public libraries within two weeks of each public workshop;
  - All meeting materials (boards and presentation) shall be posted within 48 hours to the project website; and
  - Public meeting summaries shall be finalized within one (1) week of the public meeting and available for the public.
  - CAC meeting and other stakeholder meeting summaries shall be provided to the DDOT Project Manager no later than 48 hours after these meetings. The Consultant will be responsible to incorporate any edits provided by DDOT, GTBID, and CAC members.

## **2.1 Public Engagement Workshops and Meetings**

### **2.1.1 Professional Facilitation Services**

The Consultant shall identify and include professional facilitator(s) in their scope of work. The proposed facilitator(s) shall demonstrate the following:

- Have the Certified Professional Facilitator credentials or commensurate experience;
- Experience in working with constituents on multimodal transportation planning and design, green infrastructure, and historic urban neighborhood projects in Georgetown or other similar context neighborhoods;
- Provide a resume that illustrates experience working with diverse groups of stakeholders with conflicting objectives to reach consensus;
- Provide project examples and show successes in gaining consensus on difficult issues; and
- Show high-level collaboration skills and techniques that work well with governmental staff and community groups.

It is anticipated that the facilitator(s) would attend a minimum of three (3) public meetings and a minimum of (4) Community Advisory Committee (CAC) meetings. The selected professional facilitator shall gain approval from the Project Manager on attendance at any public or CAC meetings.

### **2.1.2 Public Workshops**

The Consultant shall develop and manage a meaningful public involvement process that will consist of public workshops. The public involvement process will be used to obtain input about existing challenges as well as feedback regarding proposed solutions. The Consultant will be responsible for developing the workshop agenda, PowerPoint presentation and associated meeting materials (e.g., factsheets, handouts, project boards and maps) and logistics (e.g. meeting location/ venue, setup, etc.)

The Consultant shall be responsible for all components of public engagement related to the project, including outreach, meeting preparation, administration, and documentation. The Consultant will be responsible for communicating meeting logistics through contacts with ANCs, community groups, and stakeholders through in-person and virtual outreach platforms such as doorhangers, in mailings, neighborhood listservs platforms and providing verbiage and materials for DDOT's social media platforms and project website. The Consultant shall be responsible for identifying and securing public workshop locations, if they are in-person, or if workshops are virtual, identifying virtual platforms, such as Microsoft Teams online meetings, Webex, etc.

*Anticipated public workshops include:*

#### **Public Workshop #1**

The purpose of this workshop is to engage the Georgetown community on the transportation study and solicit feedback on ongoing issues, challenges, and opportunities for the Study.

#### **Public Workshop #2**

This workshop will present existing conditions findings, summarize issues and challenges, and provide a draft of potential concept alternatives for recommendations. The focus of this meeting is for the project team to provide potential concept recommendations for the public to provide feedback.

### **Public Workshop #3**

The objective of this meeting is to present and obtain feedback on the development and evaluation of draft concept alternatives. Based on comments by residents, businesses and institutional uses, DDOT will consider adjustments to the concept and finalize the design to be included in the Final Concept Development Report.

#### **2.1.3 Community Advisory Committee (CAC) Meetings**

Thirteen members of the Georgetown community have been identified to serve on the Community Advisory Committee for the Study. CAC members are comprised of neighborhood stakeholders and government entities with relevant expertise and an interest in the subject matter of the Study. The CAC is created for the purpose of advising DDOT and will work collaboratively to (1) define the scope of the Study, (2) identify key issues, (3) generate and evaluate ideas to address the issues identified; and (4) develop recommendations for implementation. The CAC will assist DDOT in obtaining integrated community input during the performance of the Study.

DDOT will be responsible for hosting CAC meetings. The community engagement Consultant is expected to attend CAC meetings, four (4) of which may require facilitation services. DDOT anticipates that up to two (2) CAC meetings will be combined with the Study's Interagency Group meetings for two rounds of internal design charrettes during concept development.

#### **2.1.4 ANC and Community Meetings**

DDOT will take the lead on attending and presenting at ANC and community meetings, as requested by the community for the Study. The CE consultant shall provide support services as needed.

#### **2.1.5 Stakeholder Meetings**

Meetings with community stakeholders will take place during the project duration. The Consultant shall be responsible for working with DDOT, the GTBID, and CAC in identifying key study area stakeholders for roundtable discussions during the existing conditions phase of the study. The Consultant shall assist in meeting preparation, outreach, attendance and post meeting summaries of stakeholder meetings, development of meeting presentations, boards and maps, question and answer summaries, agendas, attendee lists, and other requirements as requested by the DDOT Project Manager.

### **Task 2 Deliverables:**

- *Virtual/ In-person public workshops, attendance, materials, and pre/post meeting logistics.*
- *Community Advisory Committee Meetings and at least four (4) meetings with professional facilitator(s) present. Attendance, materials, and pre/post meeting logistics, as needed.*
- *ANC/ Community Meetings, attendance, materials, and pre/post meeting logistics, as needed.*
- *Stakeholder Meetings, attendance, materials, and pre/post meeting logistics.*
- *Project website materials, updated throughout project duration; project email; social media and outreach materials, as required.*



## Budget

The total budget for this project is \$80,000. The project must be completed and delivered within this budget.

## Period of Performance

The Study Period of Performance is 15 months from the notice of proceed award.

## Submission Requirements

Please send a proposal, not greater than 25 pages total, addressing the following:

- A. **Cover Letter** - one-page summarizing your project approach, understanding of the project area and scope of work, and relevant expertise.
- B. **Project proposal and approach** - Proposed timetable for completing the community outreach and engagement, specific approach to the work requested in the scope, and a proposed public involvement plan.
- C. **Team** – names of all individuals, including any subcontractors (if any, but not required), who will work on this project, including expertise, capabilities, relevant experience, and resumes. Indicate team structure among individuals on the team.
- D. **Relevant Past Projects** – three to five examples of analogous projects your firm has completed in the last five years, with a preference for projects in the District of Columbia.
- E. **References** – at least three previous clients to contact about your professional work.
- F. **Fixed-Cost Bid** – Provide a cost breakdown for your firm’s profit, staff hours, and other tasks / costs related to completing the project scope for the submitted bid.
- G. **Additional information** – Additional qualifying information about your firm.

## Evaluation Criteria

The Georgetown BID will use the following criteria to evaluate responses to this RFP:

- Qualifications and relevant experience of the firm.
- Demonstrated current capability and expertise to perform the tasks outlined in the scope of work.
- Ability to complete the project on time and within the project budget.
- Preference for DC CBE firms.
- References that address bidder’s experience, expertise, demonstrated ability to provide high quality service, and ability to be flexible and adaptable.

## Selection Process

The selection committee will select the most qualified firm based on the qualifications submitted in items A through G listed above. The selection committee will evaluate and compare each consultant’s

understanding of the project that demonstrates the firm's approach to the work, relevant experience of the firm and proposed personnel, and the firm's fixed-cost bid.

### **Interviews, Negotiations, and Contracting Process**

The selection committee will conduct interviews with the consultants to help establish the most qualified firm to perform the work. The selection committee intends to hold in-person interviews (subjected to current public health guidance with respect to the COVID-19 pandemic) with the top three ranked firms on Tuesday, April 26<sup>th</sup>, 2022. Upon selection of the most qualified firm, the BID will request a binding fee and schedule proposal and begin final negotiations. If the negotiations with the top ranked firm are not successful, the BID will begin negotiations with the second ranked firm.

### **Submission**

Proposals are due by 5:00 PM on Wednesday, April 20<sup>th</sup>, 2022. Proposals should be submitted via email to [gbilling@georgetowndc.com](mailto:gbilling@georgetowndc.com) with the subject line "Community Engagement Services Proposal."

Questions about this RFP should be directed to Gregory Billing at [gbilling@georgetowndc.com](mailto:gbilling@georgetowndc.com).

### **About the Georgetown Business Improvement District**

The Georgetown BID is a 501(c)(6) organization chartered by the District of Columbia 1999, and is the fourth largest BID in the Washington metropolitan region. Its 1,000+ members include all owners of commercial property within the BID boundaries and their tenants, such as restaurants, hotels, retail and service establishments, as well as corporations and their employees working in office buildings. The mission of the BID in serving its members and the community is in making and keeping Georgetown a world-class neighborhood that is safe, clean, accessible and top-of-mind. The BID's program areas include streetscape, street services, public safety, marketing, economic development, transportation, and public space management.

**APPENDIX B: DDOT Sample Datasets**

Safety	<ul style="list-style-type: none"> <li>▪ Intersections/ road links on DDOT Vision Zero’s High Injury Network</li> <li>▪ Multimodal (vehicle, pedestrian, and bicycle) crash data from DDOT’s Traffic Analysis Reporting and Accident System (TARAS)</li> <li>▪ DDOT roadway safety audits and traffic safety assessments</li> </ul>
Pedestrian, Bicycle, and Micro-mobility	<ul style="list-style-type: none"> <li>▪ Existing and proposed bicycle lanes, protected bicycle lanes, shared use paths, trails, bicycle level of traffic stress (BLTS)</li> <li>▪ Existing pedestrian facilities (condition of sidewalks, crosswalks, potential conflict locations with vehicles) and major pedestrian sheds.</li> <li>▪ Existing micro-mobility (e.g., scooters) facilities and conflicts</li> <li>▪ Existing capital bikeshare and micro-mobility ridership data, as available</li> </ul>
Bus Transit	<ul style="list-style-type: none"> <li>▪ WMATA bus routes, stops, boardings and alightings (per stop), daily; bus route productivity (bus performance)</li> <li>▪ DC Circulator: Routes, stops, ridership, bus route productivity (bus performance)</li> <li>▪ DDOT bus priority corridors</li> <li>▪ GUTS: Identify routes, stops, ridership</li> <li>▪ Commuter Bus and Tour Motorcoach routes, stops and ridership</li> </ul>
Roadway	<ul style="list-style-type: none"> <li>▪ Existing traffic counts (vehicle, pedestrian, and bicycle) and Synchro files at specified intersections from DDOT database</li> <li>▪ Existing signal timing and phasing at specified intersections from DDOT database</li> <li>▪ Street Circulation and Directionality: one/ two-way streets</li> <li>▪ Roadway Characteristics: classification, topography, steep grades, horizontal curvature, sight distance, and intersection geometry/ configuration</li> <li>▪ Existing traffic calming infrastructure, speed cameras, etc.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>▪ Georgetown parking policies, regulations, utilization, as available</li> <li>▪ Freight and Delivery locations and routes</li> <li>▪ Pick-Up, Drop-Off (PUDO) locations and utilization</li> <li>▪ Streatery Program</li> <li>▪ Sidewalk Extension program</li> </ul>
Neighborhood Destinations/ Activity Centers	<ul style="list-style-type: none"> <li>▪ Residential concerns</li> <li>▪ Public facilities</li> <li>▪ Commercial-Business locations concerns</li> <li>▪ Schools/Institutional</li> <li>▪ University and Medical Campus</li> </ul>

***APPENDIX C: Racial Equity Impact Analysis Tool***



## **Racial Equity Impact Assessment - Short Form**

*"We know that when more Washingtonians are given a fair shot, we are a stronger and more resilient city." - Mayor Bowser*

**What is this guide and how is it used?** Racial equity is both an outcome and a process. Using racial equity tools like this one is not the end goal but a step towards integrating a racial equity lens across District work. The questions below are meant to help readers identify strategies and resources they may need to embed racial equity in their work. It is strongly encouraged to use this guide early in the policy/program development stage. It is suggested to discuss these questions as a group with all staff who will be responsible for developing and implementing the policy/program.

For technical assistance, please contact Dr. Amber Hewitt, Chief Equity Officer, at [amber.hewitt1@dc.gov](mailto:amber.hewitt1@dc.gov).

**Rationale:** To guide agencies in addressing racial equity as they develop, implement, and evaluate policies, practices, and programs. While each decision analyzed using a racial equity impact tool may result in seemingly small changes, their cumulative impact over time can result in significant changes.

### **Framing the Vision: What are the expected goals and outcomes?**

1. What policy, initiative, program, etc. (herein proposal) is being proposed and why? What is it in response to? (If your proposal is a budget, please see the Racial Equity Budget Tool, Appendix II)
2. What does the Agency/Department expect will be the outcomes of this proposal?
3. How does this proposal align with the goal of advancing racial equity in the District?

### **Evidence: What do the data show?**

4. What qualitative data and quantitative data disaggregated by race and ethnicity does the Agency/Department already have related to this proposal?
  - Some: Continue to #6.
  - None: The Office of Racial Equity is available to help Agencies/Departments consider additional data sources and measures. For now, skip to #7.
5. Are the data you already have complete and reliable enough to look at this proposal's impacts and outcomes by race and ethnicity?
  - Yes: Do the data show any existing racial inequities? If so, what are they?
  - No: How can the Agency/Department data collection methods be changed to gather more complete data?
6. Is the Agency/Department required to gather and/or track these data? If not, is it possible for your Agency/Department to make it standard practice to collect race and ethnicity data? If not, what barriers are preventing your Agency/Department from collecting and/or accessing complete data?
7. What additional data sources can the Agency/Department collect and/or access to assess the racial equity impacts of this proposal? E.g., what do available data tell us about the intersection of race, ethnicity, gender, sexual orientation, primary language, or ability status?

8. What does your Agency/Department plan to use as benchmarks and success indicators for this proposal? What racial equity outcomes can be added to these measures if they are not already planned?

Please see Appendix I for additional recommended data sources.

**Partners: Who are the stakeholders?**

9. Which residents, other stakeholders,\* and neighborhoods/locations will be most impacted by this proposal? Why?
10. How has the Agency/Department engaged residents and stakeholders in this proposal to date?
11. How will the Agency/Department engage the most impacted stakeholders from #9 in decision-making and follow-up moving forward?

**Anticipate: What are possible benefits and burdens?**

12. What negative impacts or unintended burdens could this proposal cause? (E.g., the location for a new airport could disrupt traffic patterns and create noise and air pollution that impact residents in the immediate vicinity and worsen racial inequities.) Which racial or ethnic groups could be negatively impacted? How could negative impacts be prevented or minimized?
13. What unintended benefits could this proposal cause? Which racial or ethnic groups might disproportionately benefit?
14. Are there any internal, organizational barriers which might hinder this proposal's success?

**Accountability: How will the Agency/Department evaluate this proposal and follow up with stakeholders?**

15. How will the impacts of this proposal be evaluated? Who will do the evaluation? How will communities who are impacted by this proposal partner in an evaluation?
16. How will the Agency/Department report on the proposal's outcomes? What methods will the Agency/Department use to follow up with impacted residents on evaluation results?

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\* Other stakeholders include residents, businesses, communities, organizations, etc. who may benefit or be burdened by this proposal in addition to residents who are most impacted.

## **Racial Equity Impact Assessment - Pocket Guide**

### **Appendix I: Data Sources**

In addition to Census data and data collected by agencies, the following resources may be helpful:

- <https://opendata.dc.gov>
- <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>
- <https://diversitydatakids.org/maps/>
- <https://www.dcraciaequity.org/open-data-sets>
- <https://opdemographicdatahub-dcgis.hub.arcgis.com/documents/racial-education-income-segregation-in-the-district-of-columbia/explore>
- <http://nationalequityatlas.org/indicators>
- <https://dhealthmatters.org>

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## Racial Equity Impact Assessment – Short-Form

### Appendix II: Sample Policy

The following scenario is completely fictional and intended for illustration purposes only. It is inspired by Alameda County, California's *Communicating Real-Time on Wildfire Smoke* [project](#). This scenario is not meant to be predictive; the [USDA](#) currently ranks the District as falling in the 4<sup>th</sup> percentile nationwide for wildfire risk.

#### **Framing the Vision: What are the expected goals and outcomes?**

1. What policy, initiative, budgeting, program, etc. (herein proposal) is being proposed and why? What is it in response to? (If your proposal is a budget, please see the Racial Equity Budget Tool)

An emergency communications network and protocol to share wildfire health and safety updates with residents as quickly and effectively as possible. Wildfires are a fast-moving threat to residents' health and safety as well as to District infrastructure and natural resources. District residents at highest risk of adverse effects due to local wildfires and/or smoke are also currently the hardest to reach with existing emergency alert methods due to lower rates of smart phone ownership, among other barriers. Based on available data, these residents are disproportionately BIPOC. The District currently employs a smart phone based alert system and transmits emergency messaging through local news media outlets. This proposal would expand the network with whom the District shares alerts and emergency messages to include trusted community institutions and groups, such as K-12 schools, places of worship, etc. to create fast and reliable information channels to our hardest to reach residents.

2. What does the Agency/Department expect will be the outcomes of this proposal?
  - A real-time wildfire and heightened smoke risks map
  - A wildfire emergency communications network
  - Using the map and network, the District will increase its ability to alert key communicators to increase the speed and accuracy with which it warns residents of potential wildfire risks and smoke pollution in their vicinity, especially to target information to residents at highest risk of adverse health and economic outcomes due to wildfire and/or smoke.

Our Office's long-term vision is to reduce wildfire-related risks and harm for all D.C. residents and to eliminate the emergency communications gap with our hardest to reach communities.

3. How does this proposal align with the goal of advancing racial equity in the District?

Currently, residents who are hardest to reach with information about wildfire and smoke-related air pollution risks are also the residents who have the fewest resources or face other barriers to preparing for and/or evacuating the immediate risk area. Of particular concern are residents who may wish to avoid interaction with authorities and thus will be most difficult to reach with timely health information, such as residents experiencing homelessness, undocumented residents, and/or unaccompanied minors. This proposal is designed to target emergency alerts and communications to the hardest to reach residents to increase safety and prevent wildfire-related risks and harm from concentrating among D.C.'s BIPOC communities.



## Evidence: What do the data show?

4. What qualitative data and quantitative data disaggregated by race and ethnicity does the Agency/Department already have related to this proposal?
  - Some: Continue to #6.
  - None: The Office of Racial Equity is available to help Agencies/Departments consider additional data sources and measures. For now, skip to #8.

Currently available data are primarily from the U.S. Census Bureau and other federal sources. Our Office does not collect its own data, but it will start data collection when this proposal is launched.

5. Are the data you already have complete and reliable enough to look at this proposal's impacts and outcomes by race and ethnicity?
  - Yes: Do the data show any existing racial inequities? If so, what are they?
  - No: How can the Agency/Department data collection methods be changed to gather more complete data?

Yes, we have Census information related to this proposal. Based on available Census data, we can see the communities that are currently at highest risk of adverse effects due to wildfire and smoke are disproportionately BIPOC. While this proposal does not directly address the root causes of these risks, our office has identified the following inequities:

- Geographical considerations: The residential areas of the District at highest risk of wildfire damage are majority Black and other residents of color due to historical housing policies and practices (also called 'red lining') which prevented Black and other homeowners of color from purchasing homes in lower fire risk neighborhoods. Houseless residents are also at considerable risk; recent point-in-time counts suggest roughly 88% of D.C.'s homeless population is Black.<sup>†</sup>
- Socioeconomic gaps: Due to occupational segregation and other factors, D.C.'s Black non-Hispanic residents have a median household income of roughly \$49,000. Hispanic residents of all races have a median household income of roughly \$100,000, whereas white residents have a median household income of roughly \$150,000.<sup>‡</sup> This income gap contributes to Black and Hispanic households having fewer resources to fireproof or otherwise prepare their homes to protect against fire damage, as well as fewer resources to repair fire and/or smoke damaged homes. The District's racial income gap also translates to smartphone ownership: 42,300 of Black residents, or 14%, do not own a smart phone. They constitute 81% of District residents who do not own or use a smart phone; because emergency alerts are sent via smartphones, these residents are particularly hard to reach. Additionally, Black and other residents of color are more likely than their white peers to work in service industries and other occupations with work schedules that fall during major nightly news hours, the second most popular source of health emergency information after smartphone alerts.

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<sup>†</sup> Metropolitan Council of Governments, "Homelessness in Metropolitan Washington: Results and Analysis from the Annual Point-in-Time (PIT) Count of Persons Experiencing Homelessness," May 2021. <https://www.mwcog.org/documents/2021/05/05/homelessness-in-metropolitan-washington-results-and-analysis-from-the-annual-point-in-time-pit-count-of-persons-experiencing-homelessness-featured-publications-homelessness/>

<sup>‡</sup> Based on 2019 Census data (American Community Survey 2019 1-year estimates, Table S1903)

- Health gaps: As of 2018, non-Hispanic Black people are more than 40 times more likely to have asthma than their non-Hispanic white peers and nearly three times as likely to die of asthma related causes.<sup>5</sup> Multiple social determinants of health drive comparatively higher rates of respiratory issues among Black communities, including higher rates of exposure to environmental pollution and limited access to quality health care due to occupational segregation. This health equity gap places Black District residents at higher risk of adverse health effects due to wildfire smoke than their white peers.
- Language: As many as 18% of District households may be considered as having limited English proficiency, the majority of whom are racial and ethnic minorities. Not all trusted news sources used by the District to transmit wildfire and/or smoke hazard emergency warnings are translated with fidelity into other languages. Moreover, communities with limited English proficiency often have members who are linguistically isolated from common information sources, including mainstream word-of-mouth.

6. Is the Agency/Department required to gather these data? If not, is it possible for your Agency/Department to make it standard practice to collect race and ethnicity data? If not, what barriers are preventing your Agency/Department from collecting and/or accessing complete data?

No, it is not currently required, but race/ethnicity data will be a required category in our programmatic data collection and reporting once this proposal is launched. Because resident data, including the race/ethnicity category, will be self-reported we do not expect to obtain complete information on every resident. We will use Census data matching to test the reliability of our samples.

7. What additional disaggregated data can the Agency/Department collect and/or access to assess the racial equity impacts of this proposal? For example, what do the data tell us about the intersection of race, ethnicity, gender, sexual orientation, or ability status?

We will need to do some survey sampling of District residents pre/post implementation of the emergency alert network to gauge whether the proposal has increased the reach of wildfire/smoke emergency messaging. We will include race, ethnicity, and gender in our polling. We will discuss other potential markers to collect during our focus groups.

8. What does your Agency/Department plan to use as benchmarks and success indicators for this proposal? What racial equity outcomes can be added to these measures if they are not already planned?

- One of our most important success indicators will examine percent change in the number of residents reached by the wildfire emergency communications network. We will break this percent change down by race and ethnicity as well to see any change (hopefully reduction) in the gap.
- We will use additional benchmarks in the lead up to and roll-out of this proposal's implementation that measure output, e.g., number of target community members engaged in step X, number of planning decision points which engaged residents who are most impacted by this plan.

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<sup>5</sup> "Asthma and African Americans." U.S. Department of Health and Human Services Office of Minority Health. 11 Feb 2021. <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=4&lvlid=15> (accessed 9 Sep 2021).

## Partners: Who are the stakeholders?

9. Which residents, other stakeholders,\*\* and neighborhoods/locations will be most impacted by this proposal? Why?

Our Office hopes this proposal will most impact District residents who are currently the hardest to reach using existing emergency communications methods, the majority of whom are BIPOC.

Additional stakeholders who will be impacted are the schools, places of worship, community-based organizations, and other community entities the agency plans to partner with under the new wildfire emergency communications network.

This proposal will be implemented primarily through phone calls, social media, and other remote channels. It will not have a physical program location outside of existing agency offices.

10. How has the Agency/Department engaged residents and stakeholders in this process to date?

Our agency has conducted informational interviews with ANCs, service providers from a range of community-based organizations, and frontline community engagement staff from other District agencies to help inform the development of community focus groups and other community engagement events. Community-based organizations chosen to serve as focus group sites were selected for their diversity of clientele and geographic reach. They include: a free and low-cost health center, a senior center which serves low-income senior residents, a food bank, and others listed at the end of this form.

11. How will the Agency/Department engage the most impacted stakeholders from #9 in decision-making and follow-up moving forward?

If approved, our agency will develop a robust community engagement plan based on these interviews to accompany this proposal. Draft plan attached at the end of this document.

## Anticipate: What are possible benefits and burdens?

12. What negative impacts or unintended consequences could this proposal cause? (E.g., the location for a new airport could disrupt traffic patterns and create noise and air pollution that impact residents in the immediate vicinity and worsen racial inequities.) Which racial or ethnic groups could be negatively impacted? How could negative impacts be prevented or minimized?

The agency will develop the communications network in cooperation with its main stakeholders (listed under #9) to avoid any undue burden associated with participating in the communications network. If the communications network does not succeed, it is possible that residents who are hardest to reach with existing emergency alert methods will remain disproportionately BIPOC.

13. What unintended benefits could this proposal cause? Which racial or ethnic groups might disproportionately benefit?

This proposal is non-revenue generating and does not offer a traditional direct service. As such, we do not anticipate any subpopulation of residents unintentionally benefitting more than others.

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\*\* Other stakeholders include residents, businesses, communities, organizations, etc. who may benefit or be burdened by this proposal in addition to residents who are most impacted.

14. Are there any internal, organizational barriers which might hinder this proposal's success?

Our agency has only one Community Engagement Specialist and limited community engagement capacity for a project of this size. We will need to either subcontract additional support for the planning and roll-out phases of the proposal or submit a budget amendment request for an additional FTE.

**Accountability: How will the Agency/Department evaluate this proposal and follow up with stakeholders?**

15. How will the impacts of this proposal be evaluated? Who will do the evaluation? How will communities who are impacted by this proposal partner in an evaluation?

Our Office's Data and Policy Analysis team will be responsible for planning and coordinating the monitoring and evaluation of this proposal, including developing the program and performance measures for this proposal (such as racial equity metrics described in #8). These measures will then go through a review process by our interagency and community review boards. The Data & Policy Analysis team will also be responsible for engaging community partners in the evaluation process; they will identify community partners who have the time and interest in participating in a final evaluation during the focus groups described below.

16. How will the Agency/Department report on the proposal's outcomes? What methods will the Agency/Department use to follow up with impacted residents on evaluation results?

The evaluation for this proposal will be submitted to OBPM, the CA's Office, and the Office of Racial Equity. Recommendations will be considered before planning any additional scaling or replication of this proposal.

Topline outcomes will be shared with community partners and other evaluation participants with the same methods used to engage them during the proposal planning/roll-out. E.g., if the participants were previously reached using U.S. mail, they will be mailed the public-facing results. A short public-facing report will also be placed on our Office's website for residents and other municipalities. Once the program is at-scale, our agency will partner with DCHHS and other direct-service providing agencies at community events to drive enrollment in the emergency communications network. We also plan to partner with DMFEMS to incorporate wildfire and smoke related safety training into their K-12 programming.

**Draft Community Engagement Plan (SAMPLE)**

Recommended Community Partners and Engagement Sites	Date & Status	Equity Supports	Follow-up Actions
<b>Focus Groups</b>			
Mary’s Center, Petworth (Mothers with children under five, noncitizen residents, residents w/limited English proficiency, experiences of people with respiratory issues)	March X, 2022 13-15 participants XX participants registered	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Gift card stipends</li> <li>• Spanish language translation by a trusted community facilitator</li> <li>• Childcare</li> </ul>	<ul style="list-style-type: none"> <li>• short public-facing report that explains how community concerns shaped the project</li> </ul>
So Others Might Eat Senior Center, Anacostia (geography based; open to all seniors)	March X, 2022	<ul style="list-style-type: none"> <li>• Snacks</li> <li>• Raffle prizes</li> </ul>	<ul style="list-style-type: none"> <li>• short public-facing report that explains how community concerns shaped the project</li> </ul>
ThriveDC, DCCFH can advise on how to get information/resources to unhoused residents with the fewest connections to formal services, such as encampment settings	Feb X, 2022	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Gift card stipends (for volunteer responders and houseless residents only)</li> </ul>	<ul style="list-style-type: none"> <li>• engage on prog/performance metrics</li> <li>• short public-facing report that explains how community concerns shaped the project</li> </ul>
Friends of the Deanwood Library	Feb X, 2022	<ul style="list-style-type: none"> <li>• Snacks</li> <li>• Gift card stipends</li> <li>• Childcare</li> </ul>	<ul style="list-style-type: none"> <li>• engage on prog/performance metrics</li> <li>• short public-facing report that explains how community concerns shaped the project</li> </ul>
<b>Surveys</b>			
X question pre-survey to residents identified by community-based partners	Run for 3 weeks in April or May, pending focus groups		
X question post-survey to residents identified by community-based partners	Pending roll-out timeline		
<b>Engagement via Community Events</b>			
Martha’s Table grocery store: access to engage with very low-income resident community, 11-4 M-F	10 short interviews in March	<ul style="list-style-type: none"> <li>• Raffle prizes</li> </ul>	<ul style="list-style-type: none"> <li>• short public-facing report that explains how community concerns shaped the project for participants willing to share email address</li> </ul>